



COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

579 KENNETH HAHN HALL OF ADMINISTRATION/LOS ANGELES CALIFORNIA 90012
(213) 974-2406 FAX (213) 621-0387

To enrich lives through effective and caring service

MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

October 14, 2004

To: All Department Heads

From: Michael J. Henry
Director of Personnel

Subject: **WE SUPPORT OUR TROOPS CAMPAIGN**

I would like to thank you for your generous participation in the "We Support Our Troops" campaign as part of Public Service Recognition Week last May. Because of your department's contribution, our troops received 12,500 packages.

As the holiday season approaches, our thoughts turn to our troops who are stationed overseas defending and protecting the freedom we all cherish.

With that in mind, we are launching the second phase of our campaign in partnership with the Quality and Productivity Commission of the Chief Administrative Office, the Department of Military and Veterans Affairs, Operation Gratitude and the California Army National Guard. With your assistance, we would like to double our efforts and show how much we, as a County family, appreciate our servicemen and women who will be away from their loved ones during this holiday season.

The fall campaign will take place this month. Attached you will find a "treats for the troops" wish list and a packet of postcards for distribution to your employees. The postcards, along with the treats, will be collected from your department in early November. Again, I ask for the support of your departmental Quality and Productivity Network Managers to serve as departmental liaisons during the campaign.

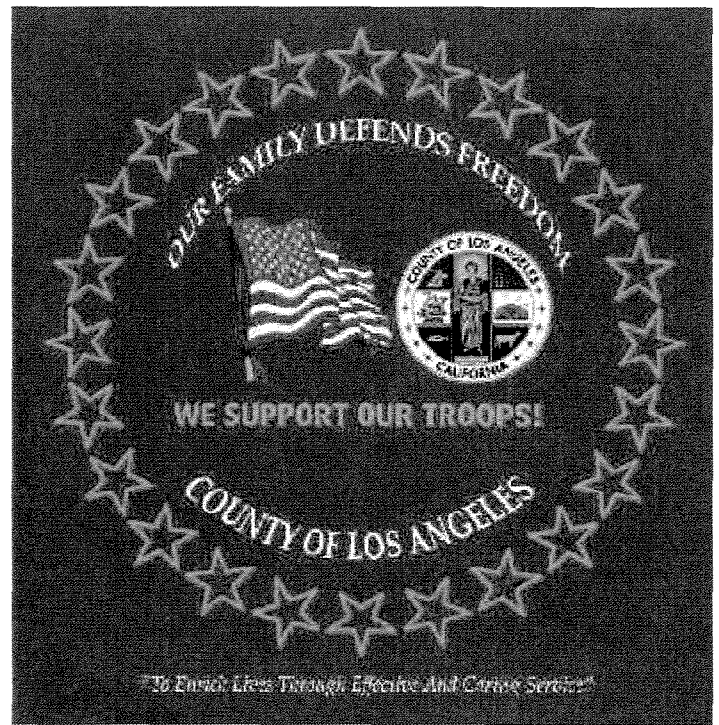
Thank you for your continuing support of this highly worthwhile campaign. If you have any questions or need additional information, please call me at (213) 974-2406 or your staff may contact Ruth A. Wong, Quality and Productivity Commission Executive Director, or John S. Mina of my staff at (213) 738-2352. Thank you.

MJH:STS
JSM:pc

Attachments

c: Each Supervisor
Chief Administrative Officer
Executive Officer, Clerk of the Board
Chief Administrative Office, Quality and Productivity Managers' Network

TREATS FOR THE TROOPS



Please remember our servicemen and women serving in the Armed Forces. Your donation of “goodies from home” will be a welcome surprise for someone in uniform living in hazardous and austere conditions. Suggested items include:

SNACKS

Ready to Eat Tuna or Chicken Salad Kits
Boxes of Girl Scout Cookies
Packets of Powdered Hot or Cold Beverages
Commercially wrapped individual packets of:
Trail Mix
Beef Jerky
Nuts
Cookies
Energy Bars
Sunflower Seeds
Candy

MISCELLANEOUS

New DVDs, New CDs and Players
Disposable Cameras
AT&T Prepaid Calling Cards
Handheld Games
Puzzle, Word Game and Crossword Books
Packets of Stationary
Holiday Greeting Cards
Pens
Tobacco Products
Novelty Items:
Beanie Babies, Yo-yos

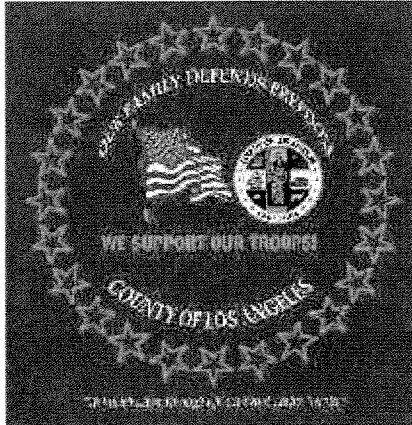
PERSONAL CARE ITEMS

Knit Hats and Gloves
Travel Size Containers of Foot Powder
Commercially Sealed Lip Balm
Individual Packets of Moist Towelettes

UNSEALED LETTERS OR GREETING CARDS IN A PLASTIC BAG
BUT

NO CANNED GOODS AND NO WRAPPED GIFTS

If you have further questions or need additional information,
please contact John S. Mina at (213) 738-2352 or jmina@dhr.co.la.ca.us.



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**Thank you for your defense of freedom . Your service to our country
and dedication to our County continue to inspire us “to enrich lives
through effective and caring service.”**

Comments:

Contact me at:

A personal note from a County of Los Angeles Ambassador Employee